

# Business Name, Address and Contact Name Change Form

## California Codes of Regulations Title 4, Chapter 6

### Section 2426 – Business Address of Permittee and Licensee

- (a) The permittee shall maintain on file with the Department one mailing address. If the mailing address contains a P.O.Box, a street address of the permittee's principle place of business shall also be provided.
- (b) The licensee shall maintain on file with the department one person's name as defined in Section 5219 of the Act and one mailing address. If the mailing address contains a P. O. Box, a street address of the licensee's principle place of business for outdoor advertising activities shall be provided.
- (c) When there is a change in the name, the mailing address, or the street address of the principle place of business, the permittee or licensee shall notify the department, in writing, no later than 30 days following the change.
- (d) If the permittee or licensee fails to notify the department of a change in address, the mailing of any departmental notice is effective when mailed to the last address on file. When the notice is to revoke a permit or license, that notice is maintained on record with the department for five years.

---

This form is used for name of business change, address change, name of contact change, and contact telephone number changes.

Business and Address Name Change - From:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Contact Name Change - From:

\_\_\_\_\_  
( ) \_\_\_\_\_  
( ) \_\_\_\_\_

Business and Address Name Change - To:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Contact Name Change - To:

\_\_\_\_\_  
( ) \_\_\_\_\_  
( ) \_\_\_\_\_

---

\*\* This section must be completed in order to be accepted and processed.

\_\_\_\_\_  
Name of Authorized Person (Print)

\_\_\_\_\_  
Name of Authorized Person (Signature)

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Fax Number

\_\_\_\_\_  
A letter of authorization needs to be included\*

\*Note: A letter of authorization is a letter with a company's header information.

---

\*\*Please complete this form and mail it to the following address:

**Department of Transportation**  
Division of Traffic Operations MS-36  
Outdoor Advertising Branch  
P.O. Box 942874  
Sacramento, CA 94274-0001